



REQUEST FOR PROPOSALS FOR

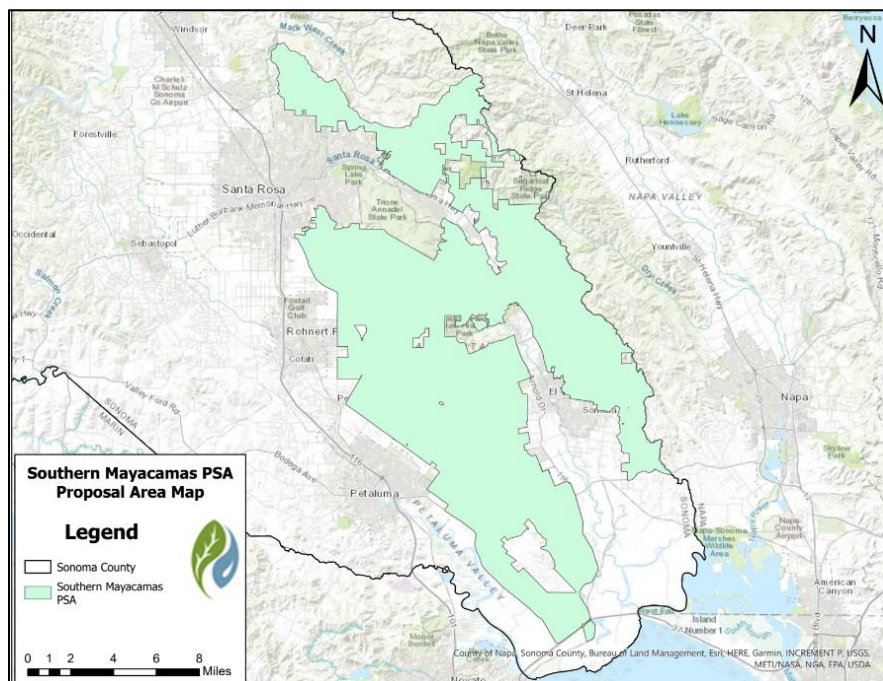
Southern Mayacamas CAL VTP PSA

Prepared By: Sonoma Resource Conservation District
1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

Solicitation Issue Date: September 22, 2026

Responses Due: October 9, 2026

Please submit proposals electronically to jwells@sonomarc.org
Hard copy proposals will not be accepted.



I. INTRODUCTION

Sonoma Resource Conservation District (SRCD) is requesting proposals for development of a Project Specific Analysis (PSA) under the California Vegetation Treatment Program (CalVTP) for a 114,959-acre planning area in the Southern Mayacamas, within the Russian River and Petaluma River Watersheds. SRCD is seeking a qualified contractor to develop the PSA. The PSA shall include the following treatment types: Fuel Break, WUI Fuel Reduction, and Ecological Restoration. The PSA shall include the following treatment activities: mechanical, manual, prescribed burning, prescribed herbivory, and herbicide. The PSA shall not require on-the-ground surveys, at this time, but will describe the process necessary to meet Standard Project Requirements under the PSA.

The Sonoma RCD is committed to meaningful and respectful Tribal engagement throughout project planning and implementation within this PSA area and across our district. The SRCD will comply with all applicable Tribal consultation requirements under the California Environmental Quality Act (CEQA) as lead agency, including Assembly Bill 52 (AB 52), as applicable. Beyond these requirements, the SRCD seeks to build long-term relationships with federally and non-federally recognized Tribes by engaging early in project development, incorporating Tribal input where feasible on private land, and recognizing the value of Traditional Ecological Knowledge (TEK) in land stewardship and protecting cultural resources. Tribal engagement is required with any Tribes that have a potential or direct connection to the outlined PSA area. The SRCD is committed to cultivating collaborative stewardship that supports both ecological resilience and cultural resources.

II. ORGANIZATION BACKGROUND

Sonoma RCD's mission is to bridge the needs of the community and natural resources by empowering people through reliable expertise and action to strengthen the resilience of Sonoma County, California. Resource Conservation RCDs are established under Division 9 of the California Public Resources Code. Since 1946, the Sonoma RCD has facilitated natural resource conservation through community involvement, education, technical expertise and scientific research. Organized to provide non-regulatory natural resource management solutions through partnerships with individuals, organizations and agencies. We collaborate to drive conservation initiatives locally, regionally and statewide.

We are overseen by a seven-member Board of Directors who volunteer their time for the benefit of local landowners and land managers and their natural resource concerns. The RCD receives between 3-5% of our annual budget from the county tax base. The remainder of RCD's annual budget comes from competitively sought grant funding, direct contracts, and fee-for-service contracts to support our mission and the conservation needs of Sonoma County.

III. LICENSES AND QUALIFICATIONS

Contractor must have a Registered Professional Forester (RPF) on staff providing supervision to the PSA author. Some tasks may require additional licensure and/or professional certifications including but not limited to: Professional Archaeologist, Qualified Botanist, Qualified Biologist, or Professional Geologist.

IV. INSURANCE REQUIREMENTS

Contractor shall submit a certificate of insurance evidencing insurance of the types and minimum amounts specified below, which insurance shall be procured and maintained at the contractor's expense. Such certificates shall certify that the following minimum coverages shall be in effect:

- a. General Liability Insurance: \$1,000,000 per Occurrence.

V. TIMELINE TO COMPLETION

The PSA must be completed by June 1st, 2027.

VI. FUNDING

This contract is a lump sum contract, meaning that the successful bidder cannot be paid over the sum not to exceed without a change order from the SRCD. The successful bidder will invoice the SRCD by the fifth of each month for all qualifying expenses.

VII. INSPECTIONS

All work performed on this project shall be subject to inspection by the SRCD.

VIII. COST PROPOSAL

Contractor must provide a cost proposal with estimated personnel and their associated rates, including subcontractors (lump sum), mileage, and necessary supplies. See example proposal budget in Exhibit A.

IX. SCHEDULE

To the extent achievable, the following schedule shall govern the Request for Proposals (RFP). Sonoma RCD reserves the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFP released: **Tuesday, September 22, 2026.**
2. Deadline for submission of interpretation requests and/or questions: **Wednesday, September 30, 2026, at 5:00 p.m. PST.** All questions should be submitted via email to: jwells@sonomarcld.org
3. Answers to questions released: **Friday, October 2, 2026 at 5:00 p.m. PST.** Firms/individuals interested in this RFP may email jwells@sonomarcld.org to be included on an email list to receive answers to questions and any RFP Addenda generated. The questions and answers and any RFP Addenda will also be posted on the RFP website at: [Contractors and Consultants | Sonoma Resource Conservation RCD](#)
4. Proposals due: **Friday, October 9, 2026, at 5:00 p.m. PST.** Responses shall be submitted by email to jwells@sonomarcld.org as a single PDF file containing all required contents. Hard copy responses will not be accepted.
5. Interviews conducted: TBD, only if necessary.

6. Successful respondents notified: **Friday, October 16, 2026, at 5:00 p.m. PST.**
7. Contracts executed: Contract(s) will be executed between Sonoma RCD and the firm(s)/individual(s) selected.

X. QUESTIONS REGARDING THIS SOLICITATION

The RCD will respond to questions and requests for clarification to the Request for Proposal in written RFP Addendum(s) as needed, to be posted on the RCD website in the same location as this solicitation. Inquiries should be directed by email to jwells@sonomarc.d.org. No verbal requests will be accepted.

Firms or individuals interested in this RFP may email jwells@sonomarc.d.org to be included on an email list to receive any RFP Addendum(s) generated.

XI. PRE-CONTRACTUAL EXPENSES

No reimbursement will be made by the RCD for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the RCD.

The RCD shall not, under any circumstances, be liable for any pre-contractual expenses incurred by Respondents in the preparation of their Proposals. Respondents shall not include any such expenses as part of their Proposals. Pre-contractual expenses are defined as expenses incurred by the Respondent in preparing its Proposal in response to this solicitation, submitting the Proposal to the RCD, negotiating with the RCD on any matter related to the Proposal, and any other expenses incurred by the Respondent prior to the date of award and execution of an Agreement.

XII. PROPOSAL EVALUATION

Proposals will be evaluated using criteria that may include, but are not limited to, the following:

- Experience, qualifications, and expertise in forest resource protection and associated laws;
- Qualifications of the key staff that will be assigned to the RCD under this proposal;
- Communication skills;
- References of past or current clients;
- Proposed fee structure;
- Cost of providing services.

During the evaluation process, the RCD reserves the right, where it may serve the RCDs' best interest, to request additional information or clarification from proposing firms/individuals to allow corrections of errors or omissions. The RCD reserves the right to verify any information contained in proposals, including references, resumes, etc. The RCD reserves the right to investigate and

research proposals, including facts and opinions that could be helpful in evaluating the capabilities of firms/individuals whether or not they were specifically included in the proposals.

XIII. GENERAL CONDITIONS

The RCD reserves the right to:

- Reject any or all Proposals as described further below;
- Select the Proposal most advantageous to the RCD;
- Verify all information submitted in the Proposal;
- Withdraw this solicitation at any time without prior notice and furthermore, makes no representation that any Agreement will be awarded to any Respondent responding to this solicitation;
- Award its total requirements to one Respondent or to apportion those requirements among two or more Respondents as the RCD may deem to be in its best interests;
- Negotiate the final Agreement with any Respondent(s) as necessary to serve the best interests of the RCD;
- Amend this solicitation;
- Amend the first Agreement to incorporate necessary attachments and exhibits or to reflect negotiations between the RCD and the successful Respondent.

XIV. RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm or individual of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the RCD and the firm selected. The RCD reserves the right without prejudice to reject any or all proposals.

Exhibit A: Example Cost Proposal

<i>Task Description</i>	<i>Hours/Units</i>	<i>Cost Rate</i>	<i>Total</i>
Personnel			
			\$0.00
			\$0.00
			\$0.00
Mileage			\$0.00
Supplies			\$0.00
Printing & Postage			\$0.00
<i>Subtotal</i>			\$0.00
Subcontractors:			
			\$0.00
			\$0.00
<i>Subtotal</i>			\$0.00
Total Project Budget			\$0.00

Exhibit B: Topographic Map of the Southern Mayacamas PSA Proposal Area

